

**SANTA BARBARA COUNTY
BOARD AGENDA LETTER**



Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Agenda Number:

Prepared on: 5/23/03
Department Name: General Services/Purchasing
Department No.: 063
Agenda Date: 6/10/03
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors
FROM: Ronald Cortez, Director, General Services
STAFF CONTACT: John H. McMillin, Purchasing Manager, Ext 2693
SUBJECT: Establishment of Contract for Modular Furniture

Recommendation(s):

That the Board of Supervisors:

Affirm the decision of the Purchasing Manager to award a contract for modular furniture, seating, and other office furniture to Tri-County Office Furniture and Supply, a local vendor.

Alignment with Board Strategic Plan:

The recommendation(s) are primarily aligned with Goal I: An Efficient Government Able to Anticipate and Respond Effectively to the needs of the Community.

Executive Summary and Discussion:

In accordance with County Code sections 2-39 and 2-40, the Purchasing Manager conducted solicited sealed bids for the purpose of supplying the County with modular (also called systems) furniture. Five (5) responses were received, all from Local Vendors. The Purchasing Manager convened a panel, consisting of three persons from the Purchasing Division, the County Safety Officer, a telephone services contractor from NEC, the County Architect, and the Facilities Manager from the Alcohol, Drug, and Mental Health Department. The five submissions were narrowed to two finalists. Site visits were made to the finalists' showrooms and warehouses, where staff was able to evaluate installations of the product, interview employees, and come to a determination of the vendor's ability to meet our needs. 11 criteria were evaluated. (See attached evaluation sheet).

The end result of this process is that the Herman Miller Product line, represented by Tri-County Office Furniture was selected as the product that best met the County's needs.

These results were protested by one of the unsuccessful participants. The protest was thoroughly examined by the Purchasing Manager, then by the General Services Assistant Director for Financial Services, then by the General Services Director, and finally by a three-person panel convened by the County Administrator. The County Auditor-Controller and the County Counsel assisted with technical questions. After this exhaustive process, the decision of the review panel was upheld and the award was made.

The past practice of the Purchasing Division has been to award the overall furniture supplier contract based on this bid for Modular (systems) units. At the suggestion of the Auditor-Controller, in order to have complete coverage for all the County's furniture needs, there will be a separate bid for free standing desks, shelving and file cabinets, along with non-Herman Miller seating, ergonomic accessories, and sundry furniture items from other manufacturers.

Mandates and Service Levels:

No change in programs or service levels

Fiscal and Facilities Impacts:

Expenditures under this contract are expected to average \$950,000 per year over the next three years.

Special Instructions:

NONE

Concurrence: NONE